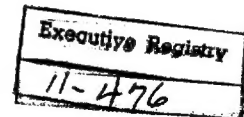


SECRET



13 January 1959

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MEMORANDUM FOR: [REDACTED]

SUBJECT : Report of Cable Secretariat Operations
for the Year 1958

1. Cables Processed

a. During the calendar year 1958 the Cable Secretariat reproduced and disseminated 144,595 IN cables, 56,238 OUT cables and 13,462 TD's for a total of 214,295 items. This is an average of 12,050 IN cables, 4,686 OUT cables and 1,122 TD's per month. In addition, the Cable Secretariat processed an estimated 11,050 work units in the category of requests for additional dissemination, action changes, etc., making a total workload of 225,347 items. This is ~~7,451~~^{6,843} items or 4.5% more than calendar year 1957. While the overall workload of items (which includes TD's) increased by only 4.5% for 1958, TD volume increased 32%. The Director was furnished 18,265 cables or 28% more than were furnished in 1957. Attached as Tab A is a chart comparing the cable volume (excluding TD's and other work items) for the years 1957 and 1958.

b. A review of cable traffic (excluding TD's and other miscellaneous work items) for the years 1956, 1957 and 1958 shows an interesting fact. The total number of cables reproduced and disseminated in 1956 amounted to 194,310 broken down as follows: 133,940 IN cables and 60,370 OUT cables; in 1957 the total number was 194,682, 134,762 IN cables and 59,920 OUT cables and in 1958 the total amount was 200,833, 144,595 IN cables and 56,238 OUT cables. The year 1957 compared with 1956 shows an increase of .006% of IN cables and a decrease of .007% of OUT cables in 1957; 1958 compared with 1957 shows an increase of 7% IN cables and a decrease of 6.5% of OUT cables in 1958. The significant fact is that while the IN cables increased by 10,655 or 8% over the last three years, the outgoing cables (Headquarters originated) decreased by 4,132 or 7.5%. It would appear from these facts that Headquarters originating units have not done badly in their efforts to reduce the number of cables originated. Whether this resulted in a decrease in the workload reflected by Signal Center, OC, would, of course, be determined from OC records.

2. Personnel

25X1A a. At the close of 1958 the Cable Secretariat had an on duty strength [REDACTED] During the year we lost 11 persons (1 CSDO GS-12, LWOP 90 days to decide whether he will stay with the Agency or resign to accept outside employment, 2 Cable Analysts, 2 Clerk Typists, 2 Mail and File Clerks transferred to other components of the Agency, 1 Cable Analyst, 1 Mail and File Clerk, 1 Clerk, 1 Clerk Typist resigned to seek outside employment and take up housekeeping duties). Offsetting our loses, we gained 12 persons, 1 Cable Analyst, 6 Clerk Typists and 5 Mail and File Clerks. This is excellent compared to the same period 1957 when we lost a total of 23 persons. The caliber of persons furnished during 1958 was uniformly high. This will facilitate training these people for positions of greater responsibility in the Cable Secretariat.

[REDACTED]

3. Cable Secretariat Career Service Panel

The Cable Secretariat Career Service Panel met 13 times during 1958 for the transaction of personnel career business involving 84 persons. Individual career programs were drafted for all personnel on duty six months or more. A statistical summary of Panel operations follows:

- | | | | |
|--|---|------------|--|
| 1. Promotions recommended | - | [REDACTED] | |
| 2. Promotions denied | - | [REDACTED] | |
| 3. Fitness Reports reviewed | - | [REDACTED] | |
| 4. Transfers and resignations reviewed | - | [REDACTED] | |
| 5. Career considerations other than promotions | - | [REDACTED] | |

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4. Training Program

a. Agency training facilities appropriate for our personnel accounted for 29 Cable Secretariat persons having attended one or more Agency training courses during the year 1958. In addition, 6 persons have completed internal Cable Secretariat training courses developed by the Cable Secretariat and

approved by the Office of Training. Our courses are designed to qualify individuals for positions of higher responsibility in the Cable Secretariat. Also during the year 19 persons attended the Cable Secretariat Seminars for Cable Analysts. The Seminars afforded an opportunity to compress years of experience and problems into a few hours and have done much to keep our dissemination on an even and very high level. Normal on-the-job training given to new personnel is not included in the above figures.

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b. [REDACTED] from the Office of Training, surveyed our Multilith Operator's Training Program. The course developed for this program was considered by [REDACTED] to qualify as creditable on-the-job training under the provisions of CIA [REDACTED]. On his recommendation we seconded approval for it on 22 July 1958 for the purpose of receiving credit toward the 5% in training requirement contained in the Regulation.

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5. DD/I Review of Incoming Traffic

The DD/I representative in reviewing selected incoming traffic for one day each month found that during the entire year there were no cables of interest to DD/I which we failed to disseminate or suspend to DD/I. In the last two years (1957-1958) the DD/I representative has found only one cable of interest that was not disseminated to or suspended to DD/I.

6. General(Achievements for 1958)

a. The new DD/I suspense system approved by General Cabell in October went into effect on 1 November 1958. Under the new system a minimum of time is consumed in disposing of suspense items. The new system has been a big step forward in furnishing intelligence items to the DD/I and from our viewpoint has worked smoothly from the start.

b. In October 1958 the Cable Secretariat accepted the responsibility for complete dissemination of Teletyped Clandestine Services Information Reports (TD Reports). This was done at the request of OCR and with the concurrence of DD/P in the interest of improving the speed of service for these reports to the Intelligence Community. From the time of receipt in the Cable Secretariat, we average 48 minutes until the TD is ready for delivery.

c. The Director of Personnel has approved and accepted the plan "Situation Emergency" of the Management Study Review of Staffing of the Cable Secretariat. The plan provides: a) for the Cable Secretariat to request the detail of one to three fully cleared Typists and Mail and File (Couriers) from the Interim Assignment Section, Office of Personnel during any period of the emergency; b) if unsuccessful in obtaining

personnel from IAS, to require DD/P Staff and Operating Divisions to pick up their own cables during the emergency period, thus freeing the Cable Secretariat's Mail and File (Couriers) for internal clerical duties.

d. We have completed the conversion of our non-sensitive crypto/pseudo cards to the Flexoline System, and we have started converting our true name cards. All personnel concerned with identifying cryptonyms are unanimous in the opinion that searching the Flexoline strips is much easier than searching 3 X 5 cards. Our Flexoline file has been microfilmed and printed on copy flow and is ready to transfer to the Emergency Site for vital document storage. This file will be stored within the DD/P Vital Documents area and held for Cable Secretariat use.

e. The Management Staff concluded the study of Signal Center/Cable Secretariat operations and Mr. White concurred in the conclusions reached and the recommendation that the distribution of functions and activities of the Signal Center and the Cable Secretariat remain as they are.

f. In April we started our bi-weekly internal publication, Cable Secretariat Comments, issued, edited and published by the personnel of the Cable Secretariat. The paper has done much to bring closer all three shifts and is considered a real morale booster.

g. A new radio system has been installed. The system was supplied and installed by the Office of Communications. In addition, to making more pleasant our working conditions, we have improved our security since proofreading can not now be heard over the radio speakers.

h. An accuracy check on our Analyst staff covering some 18,000 revealed an average dissemination error percentage of .008%. Our study also revealed that during the same period our Analyst supervisory staff of 6 persons, lending a hand at the wheel, contributed approximately 4,000 items to our production total. Error percentage for this group was .003%. The low dissemination error percentage represents a real achievement by the Analyst staff as a whole. The Cable Secretariat shall continue, through training courses and seminars, to bring about a still lower figure.

i. During the month of December 1958 (the second month of the new DD/I Suspense System) 87 cables were selected as suspense items. Of these 87 cables, 27 were turned down. Of these turndowns four were disseminated to the overt components through the TDCS procedure

because they contained too much operational material to sterilize. Thirteen were non-CIA cables. Of these 13 cables, it may be well to note that three of these cables were released to DD/I by direction of the divisions concerned. The remaining 10 cables were considered by the divisions as operational and not pertinent for DD/I.

j. An inter-com system was installed for the purpose of permitting personnel to talk between sections. If a vote were taken as to the best thing we have done all year to improve working conditions, the installation of the inter-com system would be voted number one.

k. The DD/S, in December, approved an increase of one in our personnel ceiling for the purpose of providing additional courier service to DD/P units for priority cables after the close of business, and for the delivery of TD's from 2000 to 2400 hours to State and to the Pentagon. It was Management Staff's recommendation in which we concurred that we could provide both of these services with one courier assigned to the night tour. We will assume these responsibilities on or about 15 Jan 1959 when our new man is expected to report for duty.

l. The diversion of Teletype Reports (TD's) from electrical channels to courier delivery proved highly successful during the year. This is particularly true of the last half in which we had the benefit of improved courier service. Our records show that from January through August, a total of 8,960 TD's were processed with 1,029 or 11.5% routed for electrical transmission. From September through December, a period in which began to include priority items for courier delivery, diversion reached its highest level. Out of 4,502 TD's handled, a total of 66 or .015% were sent electrically. Around-the-clock courier service, temporarily established at the time of the Iraq coup, has now become permanent. We will assume responsibility for providing a four hour period of this service early in January 1959.

m. I am happy to report that the Cable Secretariat participated 100% in the UGF and, as was the case last year and the year before, again exceeded our dollar goal.

n. In July 1958 the Cable Secretariat stopped receipting for cables and TD's except those classified TOP SECRET, those delivered to other Agencies and those delivered by non-Cable Secretariat personnel. This has been a distinct factor in improving the speed of our service.

o. We are now awaiting concurrence from OS and CI to use the new mailing envelope for nearly all cables delivered within Headquarters.

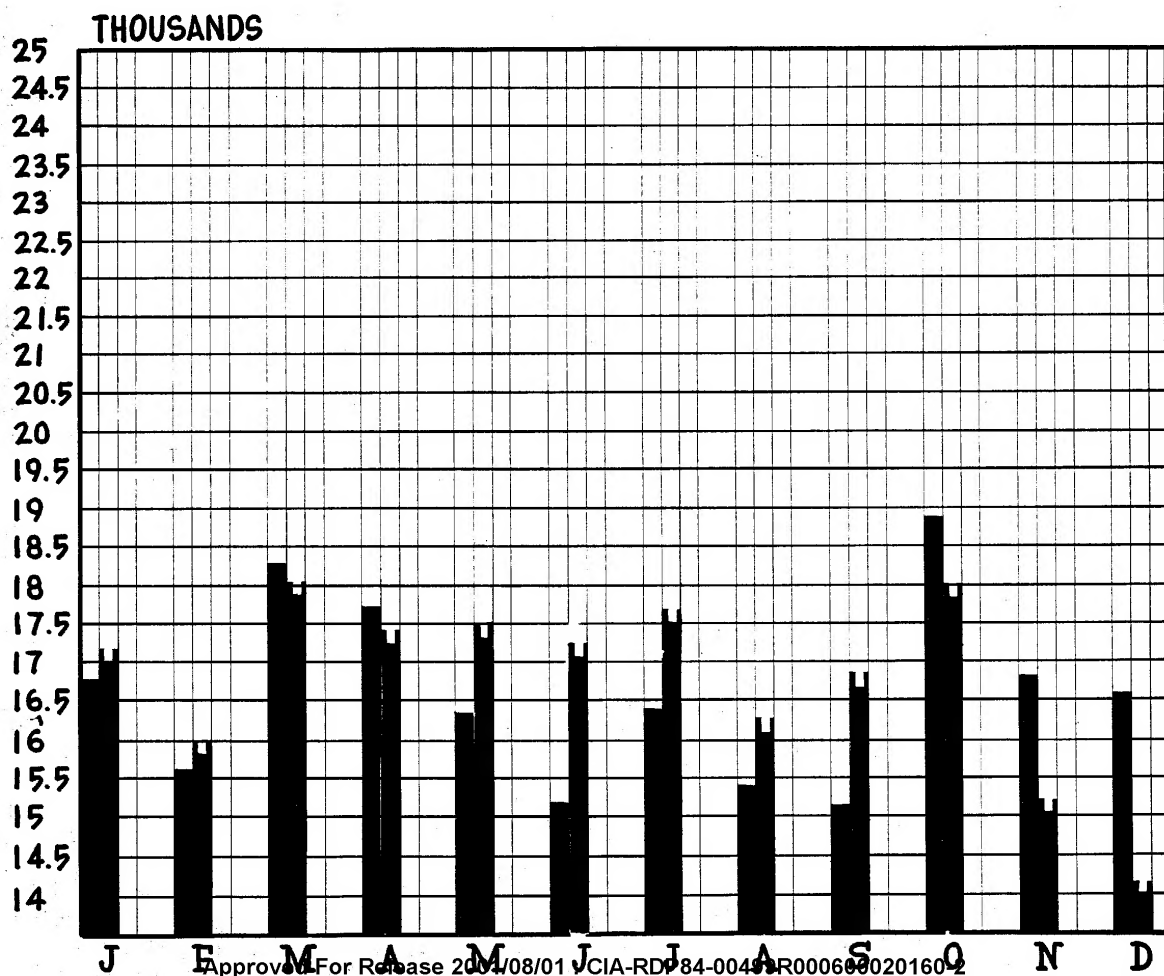


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Cable Secretary

Attachment: Tab A

CABLES PROCESSED MONTHLY - 1957, 58, 59



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Approved For Release 2001/08/01 : CIA-RDP84-00499R000600020160-2

ROUTING AND RECORD SHEET

Executive Registry

11-476

SUBJECT: (Optional)

FROM:

C/S

2202-L

X-3811

NO.

DATE

13 Jan 59

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

Cable Secretariat

3.

4.

5.

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12.

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14.

15.

1 to 2: I have read the attached "word for word" with a great deal of interest. As I have said before, you and your people are doing an outstanding job and all of us here in the Director's Office sincerely appreciate the service we receive.

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